

Grand Prairie Regional College

Winter 1998

# Personal Management

BA 1070

*FAST TRACK*

## Basic Course Information

**Instructor**  
Kathleen D. Frei  
Room C 413  
539-2007 (messages)

**Office Hours**  
M, W & F 11:00-12:00 a.m.  
or by appointment

**Text**  
No Text Required

**Reading**  
There will be several required  
handout readings throughout the  
term.

**Grading Scheme**

Attendance . . . . .	10%
Learning Journal . . . . .	20%
Job Package . . . . .	10%
Employment Interview . . . . .	5%
Group Project . . . . .	20%
Analysis of Team . . . . .	10%
Midterm . . . . .	10%
Final . . . . .	15%



## Course Description

Personal Management is designed to provide critical skills required in the Canadian Workforce. Specific topics include: Positive attitudes and behaviours, Responsibility, Adaptability, Teamwork skills, Motivation, Stress Management, Group Dynamics, Leadership and Career Development.

## Tips for Succeeding in this Course

1. Read the readings before the material is covered in class.
2. Attend all scheduled classes.
3. Actively participate in all in-class discussions and activities.
4. Analyze, don't just describe, with your answers.

**Key Dates**

(tentative)

February 13	Job Package	April 8th	Group Paper
February 23 - 27	Employment Interviews	April 24th	Learning Journal
March 6th	Midterm	April 29th	Analysis of Team
March 16th	Project Plan	April 29th	Final Exam

**Details**

**Attendance:** To get the most out of this course, regular attendance and participation in class activities is required. Accordingly, ten percent of the course grade will be determined by attendance. There are two 'free' absences and after using those, each class missed will decrease your attendance mark by 1%.

**Employment Interview:** We will be doing a mock interview to provide the student with an interview situation. It is required the student applies for the position, dresses for the interview and provides the interviewers with all pertinent information. The student will be evaluated on their ability to answer questions, their knowledge of the position and overall poise and confidence.

**Job Package:** A package including a resume and cover letter is required. It must follow the guidelines covered in class and be done on a computer by the student.

**Group Project:** A group project detailing motivational issues in a real company is required. The students in a group will choose a company to contact and evaluate. A participation mark will also be included, submitted for each individual by their peers on their contribution to the group. A detailed plan of your group's topic must be submitted and approved by the instructor.

**Analysis of Group:** An analysis of group interaction will be prepared by each individual. This will include Tuckman's model of Forming, Storming, Norming and Performing.

**Learning Journal:** A journal reflecting your learning as you move through the course is required. The students will consider their feelings and ideas about the course material and how it applies to them. Often students include how they have grown over the course with the new information and experiences.

**MidTerm & Final Exam:** They test your knowledge of the required reading, straight knowledge of course concepts and your ability to apply the course material. A variety of questions (multiple choice, and short answer) will make up the tests.

### Course Objectives

1. To understand the concepts of job satisfaction, stress management and group dynamics.
2. To acquaint the students with the concepts of individual behaviour, performance and motivation.
3. To provide the opportunity to meet members of the business community and to examine how the concepts of motivation apply in the business world.
4. To have a team experience in the planning, completion and analysis of a group project.
5. To have opportunity to develop confidence in oral communication and identify leadership skills.
6. To develop a professional approach in job competition, resume and job search techniques.
7. To realize the importance of conducting effective meetings and to apply the techniques that allow meetings to achieve objectives.

### Assignments

1. Assignments are due by class, on the due date. Late assignments will be docked 10% per day late. Assignments are late as of beginning of class.
2. Assignments will be typed, double spaced, 12 point font with one inch margins.
3. Assignments should be properly edited, free of spelling and grammatical errors. Assignments with several errors will be docked and those with excessive errors may be returned unmarked.
4. Students are encouraged to discuss material among themselves. However, unless the case is specifically designated as a group paper, written work will be done independently. Plagiarism will be treated in the harshest possible terms.

*Plagiarism is the taking of ideas and exact words of another and the offering of them as one's own. Plagiarism specifically consists of copying verbatim from a book, magazine, etc.; using some else's ideas (theory, interpretation, etc.); handling in a paper written by someone else*